

## Job Hunter Workshop Series

No pre-registration necessary!

### **\*\*Orientation to WorkSource (4 hours)**

Jump start your job search. Learn how WorkSource can help along the way.

### **Choices**

Discover (hands-on) how assessing your skills can help you compare your current skills with career options. You will leave with a printed copy of your results.

### **\*\*Skills and Abilities**

Learn new ways to identify your skills and abilities and how to market them to potential employers by creating a 60-second commercial.

### **\*\*Perfecting Applications**

Get organized, stay focused and accomplish your goals! Learn effective methods for filling out employment applications – both on paper and online.

### **\*\*Resume I & Cover Letters**

Learn what makes a good resume and how it can set you apart from the competition. Computer lab time to create or refine resume and hints about posting your resume online or submitting it via e-mail. **(Suggestion: Take Skills & Abilities first)**

### **\*\*Resume II "Hit the Target"**

Open computer lab with assistance to target your resume for a specific job or industry. Bring your master resume in on a disk, jump drive or in your e-mail and job announcement/job description.

### **\*\*Interviewing Techniques**

Are certain interview questions hard for you? Do you have trouble tooting your own horn? Are there events in your employment or personal history that might raise red flags with potential employers? Do interviews just plain make you nervous? Join us for a comprehensive workshop that will cover this and much more! There will be plenty of time for practice, answers to questions.

**(Suggestion: Take Skills & Abilities first & Please dress for an interview)**

**\*\* Indicates classes that count as a valid job contact for U.I.**

You may count the class only **ONE** time.

5411 E Mill Plain Blvd, Ste 15

Vancouver, WA 98661 ■ 360-735-5010

### **Networking Opportunity**

#### **Leads and Needs Networking Group (1 hour)**

**Tuesdays, 1 to 2 p.m, Rm. 5**

Job leads, resources and support for job seekers. Presented by Clearview Employment Services.

#### **Increase Your Odds Networking- (2hours)**

**Wednesday 2:30 to 4:30 p.m. Rm. 1**

Come and discuss with other job seekers what's working and what's not working in your job search. Discover additional techniques you can use to increase your effectiveness in a facilitated group discussion

### **Workforce Investment Act (WIA)**

#### **Eligibility Sessions**

WIA can help you with career assessments, enhanced job search activities, support services or even tuition assistance for short term or long term training. Come see if you are eligible!

### **Assessment & Enrichment**

#### **LearnKey (in the Resource Room, on select computers, every day)**

Try this self-paced computer-based tutorial to improve your knowledge and skills with the entire Microsoft Office suite - Word, Excel, PowerPoint, Access and Outlook. Sight, sound and hands-on interactive exercises for all levels, beginner to expert.

#### **Career Assessment – (Available on the internet off site or in the Resource Room)**

**JobFit** -- A comprehensive profile of your strengths and preferred work environment and matches you to careers you would enjoy (allow for 1.5 to 2-hours)

### **Additional Orientations:**

[www.TourWorkSource.com](http://www.TourWorkSource.com) offers a streaming video orientation to WorkSource services and products.

This website catalog is a great place to start or return to at any time for information about WorkSource Services and programs.

#### **Job Corps Orientation**

Every Wednesday 3:00pm to 5:00pm in Rm 5

No sign up-Walk ins welcomed. **(16yrs to 21yrs)**

WorkSource is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability